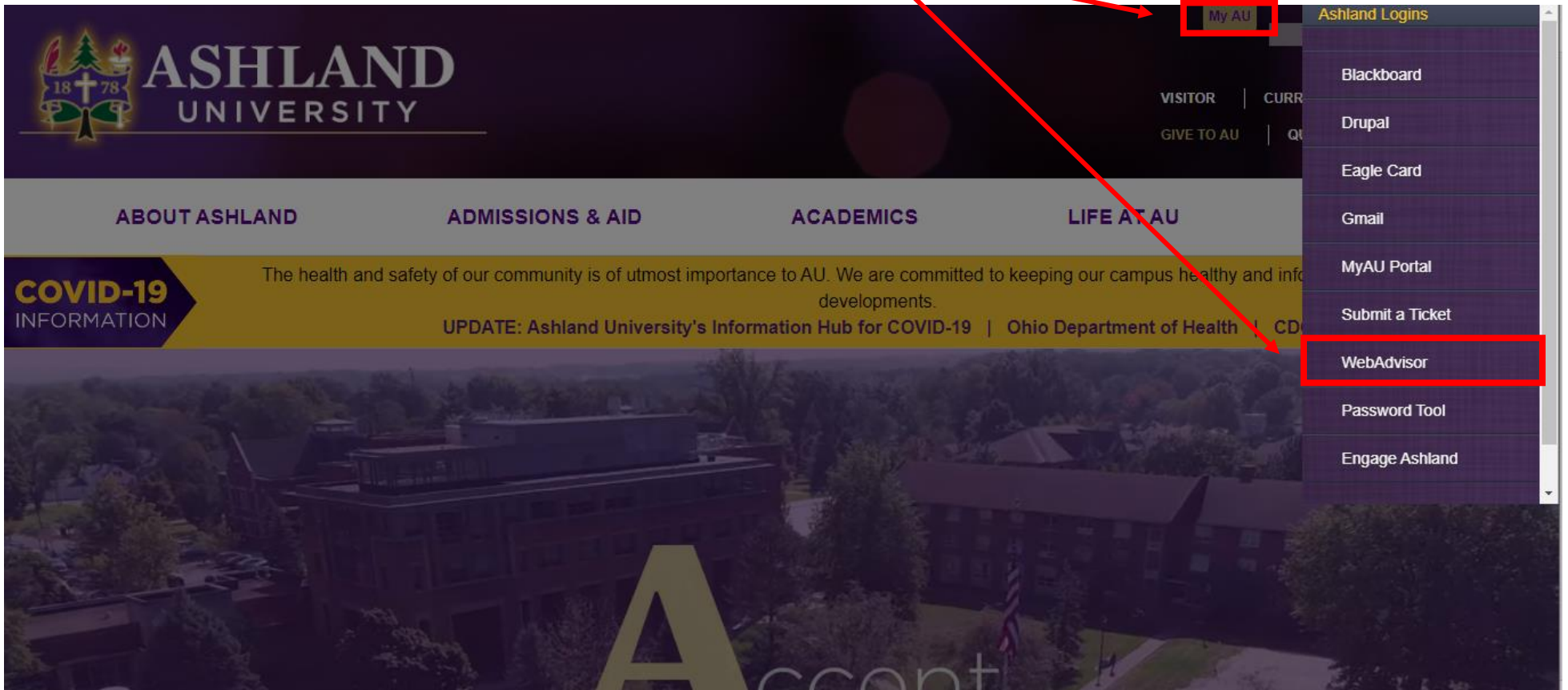


## Making a Payment Using CashNet

Step 1: Go to [www.Ashland.edu](http://www.Ashland.edu). Select My AU and click on WebAdvisor.



Step 2: Click on Log In and enter in your login credentials. On the next page click on Students.



Ashland University

[LOG IN](#) [MAIN MENU](#) [CONTACT US](#)

[Frequently Asked Questions](#)

[Please click here for a reader enhanced version of WebAdvisor](#)

**Welcome Guest!**

Use of WebAdvisor constitutes acceptance of the University's [Acceptable Use Policy](#).

If you don't know your username or password, you can find it by clicking on the 'Account Information' link in the lower right portion of this page.

**Select your point of entry to the right.**

*main menu*

**Students**



[Please click here for a reader enhanced version of WebAdvisor](#)

## Welcome

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**Select your point of entry to the right.**

main menu

[Students](#)[Faculty](#)[Employees](#)[Advisors](#)[Self-Service](#)

Step 3: Under Student Financial Information, click on View Account and Make Payment.

The following links may display confidential information.

**User Account**

- [User Profile](#)
- [What's my login information](#)
- [Change/Reset my password](#)

**Student Financial Information**

- [View Account and Make Payment](#)
- [View My FAFSA Information](#)
- [Seminary Account Statement](#)
- [View My 1098-T Forms](#)

**Financial Aid**

- [Financial Aid Checklist](#)
- [Financial Aid Award Letter](#)
- [Undergraduate - Terms of Agreement](#)
- [My Financial Aid Forms](#)
- [Undergraduate - Complete Loan Process](#)
- [Graduate, Bach+ & Seminary - Complete Loan Process](#)
- [Financial Aid Shopping Sheet](#)

**Registration**

- [Search for Sections](#)
- [Register for Sections](#)
- [Manage My Waitlist](#)
- [Registrars On-Line Documents](#)

**Academic Profile**

- [Grades](#)
- [Transcript](#)
- [Program Evaluation](#)
- [Test Summary](#)
- [My class schedule](#)
- [My profile](#)
- [Apply for Graduation](#)
- [Grade Report \(Printable\)](#)
- [Transcript Request](#)
- [Enrollment Verification \(see form\)](#)

**Employee Profile**

- [Position Summary](#)
- [Leave Plan Summary](#)
- [Leave Request Online](#)
- [My Stipends](#)
- [View my employment action history](#)
- [Total Compensation](#)
- [Self Service Earn Statements](#)
- [Tax Information](#)

Step 4: Click on To continue, click here. Do not click OK, that will take you back to the homepage of WebAdvisor.

Ashland University

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

CURRENT STUDENTS | Welcome Kirsten Taylor!

**CASHNet Payment Portal**

[To continue, click here.](#)

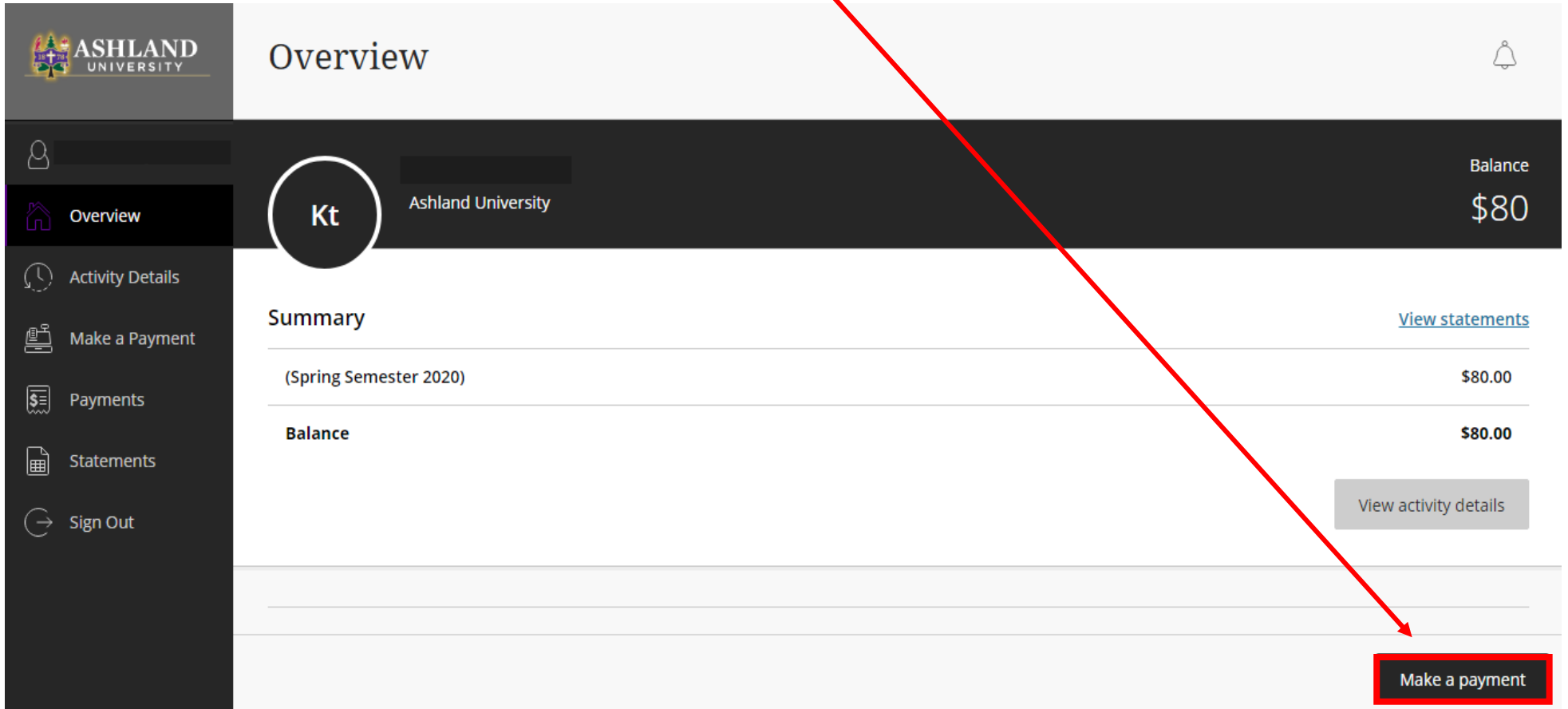
OK

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

WebAdvisor<sup>3.2</sup>  
POWERED BY ellucian

The screenshot shows the Ashland University WebAdvisor interface. At the top, the Ashland University logo is displayed in white on a dark blue background. Below the logo is a navigation bar with links for LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT Us. The main content area is divided into two sections. The left section is a dark blue sidebar with the text 'CURRENT STUDENTS' and 'Welcome Kirsten Taylor!'. The right section is white and contains the 'CASHNet Payment Portal' heading. Below the heading, there is a red-bordered box containing the text 'To continue, click here.' with a red arrow pointing to it. Below this box is an 'OK' button. At the bottom of the page, there is another navigation bar with the same links as the top, and the WebAdvisor 3.2 logo with the text 'POWERED BY ellucian'.

Step 5: At the bottom of the page, click on Make a payment.



**ASHLAND UNIVERSITY**

# Overview

**Kt** Ashland University

Balance **\$80**

[View statements](#)

(Spring Semester 2020)	<b>\$80.00</b>
<b>Balance</b>	<b>\$80.00</b>

[View activity details](#)

**Make a payment**

- Overview
- Activity Details
- Make a Payment
- Payments
- Statements
- Sign Out

Step 6: If you would like to pay the amount that is owed, click on Continue. If you would like to pay a different amount, please change the amount in the Amount box.

The screenshot displays the 'Pay amount' step of a payment process for Ashland University. The interface includes a dark header with the university logo and navigation menu on the left. The main content area shows a progress indicator with four dots, the first of which is filled. Below this, it states '1 item \$80 | Remaining due \$0'. The central question is 'How much would you like to pay?'. A form box contains the text '(Spring Semester 2020)', a label 'Amount', and a text input field containing '\$80.00'. A red box highlights the '\$80.00' text. Below the input field is the text 'Maximum \$1,000,000'. A grey bar below the form displays 'Balance \$80'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box. A red arrow points from the 'Continue' button to the 'Amount' field, and another red arrow points from the 'Amount' field to the 'Continue' button. A small question mark icon is visible in the bottom right corner of the main content area.

ASHLAND UNIVERSITY

Pay amount

1 item \$80 | Remaining due \$0

How much would you like to pay?

(Spring Semester 2020)

Amount

\$80.00

Maximum \$1,000,000

Balance \$80

\* Indicates required field

Cancel Continue

Step 7: Make sure to click I Agree for the Merchant Agree button.

The screenshot displays the 'Make a Payment' interface for Ashland University. The top left corner features the Ashland University logo. The main heading is 'Make a Payment'. A dark navigation bar at the top contains a back arrow labeled 'Pay amount' and a progress indicator with three dots, the second of which is highlighted in blue. Below this, the page title 'Additional information' is centered. The main content area contains two identical lines of text: 'I've read and agree with the Statement of Financial Responsibility.' Below the second line, there is a section titled '\* Merchant Agree button' with a radio button selected and labeled 'I Agree'. At the bottom right, there are two buttons: a grey 'Cancel' button and a dark 'Continue' button. A dark sidebar on the left contains navigation options: Overview, Activity Details, Make a Payment (highlighted), Payments, Statements, and Sign Out.



Step 8: Select your method of payment. **All credit/debit card transactions will be charged a 2.75% service fee based on the transaction amount. Electronic check transactions will not be charged a service fee.** After selecting your method of payment, you will enter in your payment information and finish checking out.

**ASHLAND UNIVERSITY**

## Make a Payment

Additional information < Payment method

How would you like to pay?

Payment amount  
\$80

\* Payment method

Select...

- New credit or debit card
- New bank account
- New 529 savings plan

Secure encrypted payment

Cancel Continue

If you have any questions, please contact us at 419-289-5022 or [busoff@ashland.edu](mailto:busoff@ashland.edu).